



Governor Janet Napolitano

State of Arizona

Department of Homeland Security



Director Leesa Berens Morrison

FFY09 WORKBOOK AND SPECIAL INSTRUCTIONS

Special Instructions for completing the FFY09 Workbook:

- There is a character limit of 1,000 for each "Narrative" section of the workbook. Please remember spaces will count toward the character limit. Additionally, an error message will appear if the entry is over a 1,000 characters. In order to keep the text **DO NOT HIT CANCEL** in the error message.
- Please avoid entering any "special character" into the workbook, such as an apostrophe or hyphen. They interfere with the processing of the application.
- Please do not "cut and paste" into the workbook.
- Be sure to complete all of the following documents for each workbook submitted:
 - Standard Data Collection Form
 - Financial Systems Survey
 - Budget Summary
 - Project Summary
- Please note certain cells have been protected to ensure optimal accuracy.

Below is a list of websites that may be referenced to assist in completing the workbook:

- The most current Authorized Equipment List: www.rkb.us
- Homeland Security Exercise Evaluation Program Guidelines:
https://hseep.dhs.gov/pages/1001_HSEEP7.aspx
- Arizona Accounting Manual:
[http://www.gao.state.az.us/publications/SAAM/Supp I trvrates-012308.pdf](http://www.gao.state.az.us/publications/SAAM/Supp_I_trvrates-012308.pdf)
- The Arizona State Homeland Security Strategy:
http://www.azdohs.gov/documents/News/2008/SHSSFV_RevisedJan102008%20pdf.pdf

For a copy of the State Preparedness Report, please contact your designated Strategic Planner.

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